

Process Outline for Type 1 Annexations

The City of Columbus has annexation agreements with Plain and Washington Townships that require annexations in these areas be filed under the Ohio Revised Code's Type I annexation process (ORC chapter 709). Annexations in these areas also involve boundary conformance, an additional step upon completion of the annexation, wherein the subject property is removed from the jurisdiction of the underlying township. This document outlines the City's steps and requirements using this process. **Please note that additional steps are required by the county of jurisdiction in accordance with the ORC 709. It is the applicant's responsibility to contact the appropriate county to determine these requirements.**

Phase One –Pre Filing

While annexations are filed with the county of jurisdiction, a number of steps are necessary prior to formal filing in order to allow adequate consideration by the city.

1. Applicant contacts City Annexation Coordinator:

Jackie Yeoman, Senior Planner
Planning Division
Development Department
50 West Gay Street, 4th Floor
Columbus, OH 43215
(614) 645-0663
jeYeoman@columbus.gov

2. Important Things to consider (list is not intended to be exhaustive):

- Contiguity: at least 5% of perimeter must be contiguous to city.
- Utility service: Call to verify utilities are available.
 - Stephen Kinsley, Water Division (645-5035)
 - Greg Fedner, Sewerage and Drainage (645-8072)
- School district status changes in many cases. Contact the Real Estate Department at Columbus City Schools for additional information (365-5164).
- Property Tax implications vary depending upon the type of annexation sought. Contact Vince Janlin of the Franklin County Auditor for property tax information (462-6637).
- City Income Tax: Contact the Columbus Income Tax Division (645-7370) for information about local income taxes.
- Development policy issues: City plans and initiatives. City Annexation Coordinator can provide information regarding these issues.

- Special policy area: Is the site within a Pay-As-We-Grow (PAWG) or other special policy area? This may trigger other requirements. These areas are generally outside I-270. Contact PAWG coordinator David Hull at 645-6330.
 - Zoning Status: All territory annexed to the City is placed in the Rural zoning classification. Columbus allows for one rezoning application at no cost, to a district determined by the city to be comparable with the current township/county zoning. The application must be filed within 30 days of the effective date of the City's acceptance of the annexation. Call Building Services Division at 645-8637 to obtain more information.
3. Applicant contacts the Transportation Division's Annexation Coordinator. This division reviews and approves the legal description and annexation plat map. This may require the applicant to obtain professional services. Transportation Division Annexation Coordinator:

Adugna Woldemariam
 Transportation Division
 Public Service Department
 50 West Gay Street, 4th Floor
 Columbus, OH 43215
 (614) 645-2498
amwoldemariam@columbus.gov

4. The Transportation Division works with Franklin County Engineer's office to resolve any necessary right-of-way questions associated with the proposed annexation.
5. After approval of the parcel map and legal description by the Transportation Division, the applicant provides the City Annexation Coordinator with:
- Completed City Annexation Application
 - Principle Parties list– this includes the name and address of the applicant, attorney/agent, and developer if applicable (Word format)
 - Plat map - approved by County (TIFF or JPEG format)
 - Legal Description - approved by County (Word format)

An application is not considered complete and will not be processed (assigned a case number & circulated for review) until all of the bulleted items listed in step 5 above have been received in the formats requested.

6. City Annexation Coordinator assigns a case number and distributes the information provided in step 5 to city divisions for a service response – typically within a three week period.
7. City Annexation Coordinator sends applicant Land Annexation Risk Summary form to be used by the Division of Fire. Applicant will submit form directly to the Division of Fire 2-3 days after information in step 5 has been circulated for review. Please contact A/C Karry Ellis (614-645-4128) for assistance with this form.

Email the form to:

Karry Ellis kellis@columbus.gov
 Loren Peck ldpeck@columbus.gov
 David Ringley dringley@columbus.gov
 Teresa Langer tlanger@columbus.gov

8. After responses are gathered, City Annexation Coordinator prepares a Service Memo that is submitted to the county of jurisdiction: **Applicants should not file with county of jurisdiction until after Service Review is complete.**

PHASE TWO – FILING

9. The applicant files an annexation application with the applicable county. A hearing date is set before the County Commissioners. To file an annexation with Franklin County, contact:

Matt Brown, Planning Administrator
Franklin County Planning and Economic Development Department
150 S. Front Street
FSL Suite 10
Columbus, OH 43215
(614)-525-5647

10. City Annexation Coordinator (or other staff member) submits the Service Memo along with the Legal Description, Map and Principle Parties documents as attachments to county of jurisdiction.
11. County Commissioners consider the annexation at a public hearing.
12. A record of the commissioner's action is sent to the City Clerk.
13. The ORC requires that the City wait a minimum of 60 days from the date the City Clerk receives record of the commissioner's action to accept an annexation. If City Council does not accept the ordinance within 120 days of its first consideration, the annexation will be considered rejected.
14. After 60 day waiting period, City Annexation Coordinator (or other staff member) submits the Acceptance Ordinance with Map and Principle Parties documents as attachments for City Council consideration.
15. The Development Director approves the legislation and it is then submitted to the City Attorney for review and approval and City Clerk for scheduling.
16. City Council approves Acceptance Ordinance as 30 day legislation. This may be accompanied by a pre-annexation agreement in the case of Pay As We Grow or Big Darby policy areas.
17. Annexation is recorded by the City Clerk's office with the County Auditor and Board of Elections. City Council staff contact for annexations:

Monique Goins
City Clerk's Office
90 West Broad Street, 2nd Floor
Columbus, OH 43215
(614) 645-0845

Or send an email to: CityClerkRequests@columbus.gov

18. Annexation site is recorded by Transportation Division as a part of the City corporate limits.

PHASE THREE – BOUNDARY CONFORMANCE

Upon completion of the annexation process, the City Annexation coordinator will prepare and submit a petition to Franklin County requesting that the boundaries of the subject property be removed from the underlying township and conformed to Montgomery Township. Montgomery Township serves as the underlying township for the City of Columbus. The boundary conformance petition is typically authorized by City Council by the legislation accepting the annexation. While timeframes vary, this process is typically completed within six months of annexation acceptance.